

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

1625

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health and Mental Hygiene

Potomac Center

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>Portions of these records, as described below, will not be destroyed until all litigation involving the TEFRA Project has been resolved.</p> <p><u>Personnel Records</u></p> <p>Personnel Files may contain all or some of the following documents:</p> <ul style="list-style-type: none"> Application Appointment Letter Correspondence Personnel Payroll Form Personnel Recruitment Screening Report Personnel Transaction Form Retirement Form Change of Address Form(s) Clearance File Charges For Removal Contractual Employment Counseling Sessions Disciplinary Actions/Suspension Actions Efficiency Ratings Grievance Actions Health Insurance Benefits Forms Position History Probations Promotions/Reclassifications Resumes Letter of Resignation Retirement Transfer Dismissal History Card Worker's Compensation First Report of Injury Reports 	<p>Retain For 3 Years After Termination Of Employment Then Destroy</p> <p>Retain in office for 5 years Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

6/29/94 *Joseph Jacques*
Date Signature
Joseph Jacques

8/10/94 *[Signature]*
Date State Archivist

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health and Mental Hygiene

Potomac Center

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>Personnel Records (Continued)</u>	
	Abuse	Retain in office for 5 years After Termination Of Employment. Then Destroy. The Office Of The Attorney General, DHMH, Shall Be Contacted For Advice As To Whether Or Not The Records Which Are Due For Destruction Should Be Kept For A Longer Period Of Time Than Originally Scheduled.
	MS 310s	Retain For 3 Years, Then Destroy.
	Personnel Budget Reports	Retain For 3 Years, Then Destroy.
	Testing Materials - Non-Hires	Retain For 1 Year, Then Destroy.
	Correspondence	Retain For 3 Years, Then Destroy
2	<u>Timekeeping Records</u>	
	Contracts (Special Payments)	Retain For 3 Years Or Until All Audits Have Been Satisfied, Which Ever Comes Last.
	Exception Slips/Overtime Vouchers	Retain For 3 Years Or Until All Audits Have Been Satisfied, Which Ever Comes Last.
	Time Registers/ETRs	Retain For 3 Years Or Until All Audits Have Been Satisfied, Which Every Comes Last.

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Department of Health and Mental Hygiene

Potomac Center

Item No.	AGENCY	DIVISION
	Description	Retention
2	<u>Timekeeping Records (Continued)</u>	
	Time Sheets	Retain For 3 Years Or Until All Audits Have Been Satis- fied, Which Ever Comes Last.
	Timekeeping Transactions	Retain For 1 Year; Then Destroy.

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